



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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TO: Administration Committee

DATE: June 6, 2007

FR: Executive Director

W.I.: 1112

RE: Contract Amendment – Design and Production Services: Finger Design Associates

In August 2006, MTC issued a Request for Qualifications (RFQ) for Design Services, with the goal of selecting a primary consultant to design and produce MTC's *Transactions* newsletter and annual report and certain other high-profile projects, and establishing a pool of other designers eligible to work on future print, signage, logo, display and Web design projects. The RFQ called for securing services for the 2006-07 fiscal year, with the option of renewing for two additional years, through June 2009 (a three-year period in total). The outside design consultants help to ease the pressure on MTC's in-house graphics team and keep our flagship publications and other projects on track.

In September 2006 MTC awarded the contract for the primary design consultant for the 2006-07 fiscal year to Finger Design Associates of Oakland, Calif. We are recommending that the Executive Director renew the contract with Finger Design Associates for the 2007-08 fiscal year to work on the *Transactions* newsletter, the annual report, updates to the Citizens' Guide to MTC and the Moving Costs Funding Guide, and the 25-year Regional Transportation Plan. Note that the Administration Committee previously approved the following four firms to be in the pool of designers to handle future, as yet unspecified, projects through June of 2009:

- i. Finger Design Associates, Oakland, Calif.
- ii. Irene Nelson Design of Oakland, Calif.
- iii. Patricia Bruning Design of Berkeley, Calif.
- iv. Cuttriss & Hambleton of Berkeley, Calif.

Subject to FY 2007-08 budget approval the amount currently available for design services in the upcoming fiscal year is \$180,000. We recommend using that amount to renew our contract with Finger Design Associates.

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Steve Heminger

SH: BK:bk

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.: 1112

Consultant(s): Finger Design Associates, Oakland, Calif.

Work Project Title: Design and Production Services – Principal Designer

Purpose of Project: Serve as principal designer: Provide design and production services for *Transactions* in of FY 2007-08.

Brief Scope of Work: Art direct bimonthly newsletter and annual report, Citizens' Guide to MTC, Moving Costs and the Regional Transportation Plan, and secure photos and illustrations, provide production services, conduct press checks and other tasks as directed.

Project Cost Not to Exceed: \$180,000 (funding through June 2008)

Funding Source: TDA

Fiscal Impact: Project is included in MTC/BATA 2007-08 budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Finger Design Associates to provide design and production services for *Transactions*, the annual report and other high profile projects through June 2008, and the Chief Financial Officer is directed to set aside funds up to \$180,000 for such amendment.

Administration Committee:

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Bob Blanchard, Chair

Approved: Date: June 13, 2007